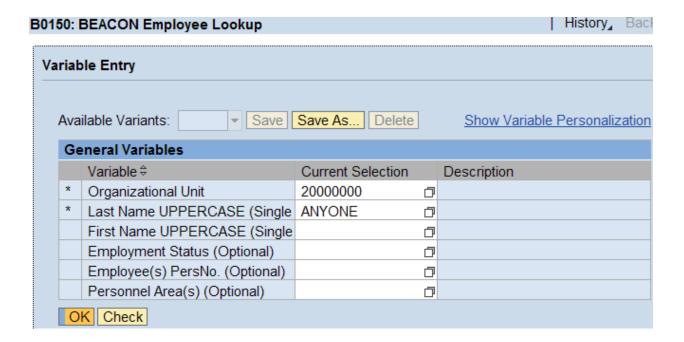# B0150 – BEACON Employee Lookup

This report provides a list of all employees who are active or separated in the BEACON system and is meant to assist the user in locating the specific employee records that are being requested. This report provides a "jump to" the BP007: Public Information – Individual Employee report.

B0150: BEACON Employee Lookup | History Back

Variable Entry

Available Variants: [　　] ▼ | Save | Save As... | Delete   Show Variable Personalization

General Variables

	Variable ⇕	Current Selection	Description
*	Organizational Unit	20000000 ⧉	
*	Last Name UPPERCASE (Single	ANYONE ⧉	
	First Name UPPERCASE (Single	⧉	
	Employment Status (Optional)	⧉	
	Employee(s) PersNo. (Optional)	⧉	
	Personnel Area(s) (Optional)	⧉	

| OK | Check |

*Standard Report layout:

Last Name	First Name	Employee Name	Personnel Area	Organizational Unit	
ANYONE	SOMEONE	Someone Anyone	State	20000000	STATE OFFICE
ANYONE	NOONE	Noone Anyone	State	20000000	STATE OFFICE
ANYONE	EVERYONE	Everyone Anyone	State	20000000	STATE OFFICE
ANYONE	WHO	Who Anyone	State	20000000	STATE OFFICE

Original Hire Date	Agency Hire Date	Current Position	Current Job	Current/Last Salary
04/09/2005	04/09/2005	Office Assistant	Office Assistant	26,973.00
02/09/1996	02/09/1996	Assistant	Assistant	28,370.00
10/28/1989	08/16/2003	Personnel Technician	Personnel Technician	42,322.00
02/25/2003	02/25/2003	Nurse	Nurse	37,262.00

B0150 – BEACON Employee Lookup

*Selection Criteria

```
▼ Columns
    · Key Figures
▼ Rows
    · Last Name
    · First Name
    · _
    · Employee Name
    · Personnel Area
    · Organizational Unit
    · Original Hire Date
    · Agency Hire Date
    · Current Position
    · Current Job
· Free characteristics
```

Additional Selection Criteria:

There are no free characteristics. A web template is applied to the report, so the user will not be able to view or change attributes of characteristics on the report.